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4. **INSTRUCTIONS**—Use no more than two 8.5 X 11 sheets, typewritten, with font size at least 12 points (no handwritten sheets, please). Winners will be contacted to provide photo for award ceremony. Information must be legible and have the following headings:
- A) **Narrative**— Merit (exemplary service): Describe accomplishments that might distinguish the nominee from others (examples: leadership, initiative, impact on community, dependability).
 - B) **Data**— Provide quantitative evidence that demonstrates the nominee's involvement and impact (examples: volunteer hours, length of service, number of people served).
 - C) **Additional Information**—You may also attach a maximum of two additional pages of supporting documents, including photos or newspaper articles. All entries and accompanying materials become the property of RSVP and will not be returned, so please send copies only, no originals.
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5. Nominations must be postmarked and mailed to the RSVP office at: 714 Seventh St. SW, Albuquerque, NM 87102
no later than 5:00 pm, May 2, 2012.
- Faxes accepted no later than 5:00 pm, May 2, 2012
Fax: 505.764.1619
- For information call 505.764.1616 or email resandoval@cabq.gov**

This program is in memory of Henrietta J. Smith; Henrietta worked with the Department of Senior Affairs for 20 years, most recently as the program manager for RSVP. Henrietta also volunteered extensively in the community, making Albuquerque a better place to live.

Winners will be presented with traditional New Mexican Nambé awards and recognized at the June 7, 2012 DSA Volunteer Recognition Breakfast.

To be eco-friendly please look for this award nomination form each year on our City website <http://www.cabq.gov/seniors/volunteer-opportunities>

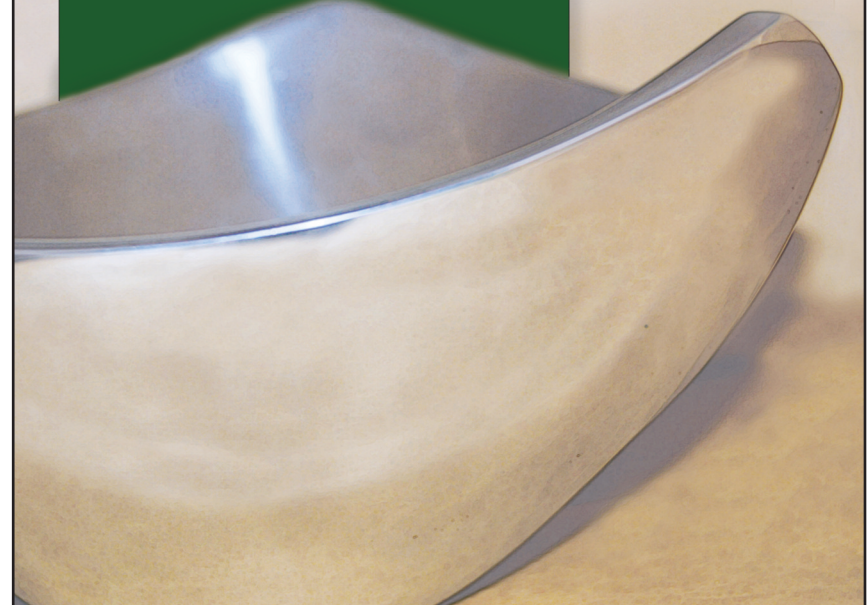
Mayor Richard J. Berry, City of Albuquerque,
Jorja Armijo-Brasher, Director, and the
Department of Senior Affairs present...

Henrietta J. Smith

RSVP

Volunteer Awards

JUNE 7, 2012



2012 Henrietta J. Smith

RSVP Volunteer Awards

The City of Albuquerque Department of Senior Affairs and the RSVP Advisory Council encourage you to nominate your outstanding volunteers! Nominations must be postmarked by May 2, 2012.

ELIGIBILITY

An individual or group must be a member of RSVP and volunteer work considered must be RSVP work.

Each individual should be nominated for one category. You may self-nominate. Department of Senior Affairs Staff, the Awards Committee, and Judges are not eligible to receive an individual award.

Volunteers and volunteer stations are not eligible to receive an award two consecutive years.

JUDGING

A panel of judges with leadership from the RSVP Advisory Council will carefully review every nomination. Staff reserves the right to reassign to another category any nomination found to be more appropriate to that category.

Awards are given for the period of July 1, 2011—June 30, 2012.

RSVP AWARD CATEGORIES AND CRITERIA

Lifetime Achievement Award

This award honors an individual who, over the course of his or her lifetime, has made significant contributions to Albuquerque/Bernalillo County through volunteer efforts.

Criteria:

- Exemplary service
- Multiple sites/tasks
- Lifetime

Volunteer of the Year Award

This award honors an individual who, within the past year, has made significant contributions to Albuquerque/Bernalillo County through volunteer efforts.

Criteria:

- Exemplary service
- Multiple sites/tasks
- One year

Station of the Year Award

Criteria:

- Volunteer activity (number of hours divided by number of volunteers)
- Impact on Community RSVP Service Award

John Palmer Service Award

This award honors a volunteer who has worked tirelessly and recorded the most hours of volunteer service.

Criteria:

- Volunteer hours recorded with RSVP

Volunteer Group of the Year Award

This award honors a group that, within the past year, has made significant contributions to Albuquerque/Bernalillo County through volunteer efforts.

Criteria:

- Exemplary Service
- Impact on Community
- One Year

Nomination Form

1. AWARD CATEGORY (Must be RSVP assignment)

- ☐ Lifetime Achievement
- ☐ Volunteer of the Year
- ☐ Station of the Year
- ☐ John Palmer Service Award
- ☐ Volunteer Group of the Year Award

2. NOMINEE (Must be RSVP member)

Full Name

Address

Phone

(Day)

(Evening)

3. NOMINATOR

☐ self-nomination check here

Name/Title

Organization

Mailing Address

Phone

(Day)

(Evening)

Instructions for Entry Narrative on other side